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**DEPARTMENT OF DEFENSE
OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC 20301**



**SMALL BUSINESS
SPECIALISTS**

**TO ASSIST SMALL BUSINESS,
SMALL DISADVANTAGED BUSINESS,
WOMEN-OWNED SMALL BUSINESS,
AND LABOR SURPLUS AREA BUSINESS FIRMS**

A faint, out-of-focus background image of a classical building with four columns and a triangular pediment. The building is light-colored and appears to be made of stone.

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FOREWORD

One of the primary objectives of the Department of Defense (DoD) is to acquire weapons and material which fully meet qualitative, quantitative, and delivery requirements--at the lowest overall cost. To achieve this objective, maximum emphasis is placed on full and open competition, with equal opportunity to all interested qualified suppliers to compete for defense contracts.

The Military Services and Defense Agencies have contracting offices located throughout the United States. Each service and agency has an Office of the Director of Small and Disadvantaged Business Utilization. They also have small business specialists at each of their procurement and contract management offices to assist small businesses, small disadvantaged businesses, and women-owned small businesses firms in marketing their products and services with the DoD. These specialists provide information and guidance on (1) defense procurement procedures, (2) how to be placed on the solicitation mailing lists, and (3) how to identify prime contract and subcontract opportunities.

The location of Army, Navy, Air Force, Defense Logistics Agency, and other DOD procurement and contract management offices, together with the names of the Small Business Specialists, are listed in this publication by state and city, alphabetically.

Some of the procurement offices listed in this pamphlet purchase only supplies and services required to meet local needs. Others have the broader assignment of central procurement responsibility for particular commodity requirements of one or more of the military departments.

BASIC PROGRAMS FOR SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS, WOMEN-OWNED SMALL BUSINESS

In the conduct of national and defense policies for small business, small disadvantaged business, and women-owned small business, the DOD has developed programs utilized by the Army, Navy, Air Force, Defense Logistics Agency, and other agencies, as follows:

1. Source Identification

Source identification is concerned with generating new small business, small disadvantaged business, women-owned small business, and labor surplus area business sources of supply for DOD requirements. Also, it involves locating qualified small business, small disadvantaged business, and women-owned business firms and assisting them to get listed on appropriate solicitation mailing lists. Once on a solicitation mailing list, these firms receive Invitations for Bid (IFB) and Requests for Proposals (RFP) when the activity buys items or services of the type furnished by the particular business. The Small Business Administration (SBA) assists the DOD by providing additional sources developed through their many programs and contacts with small business, small disadvantaged business, and women-owned small business firms. The SBA, as part of their active outreach effort, has developed the Procurement Automated Source System

(PASS). The purpose of this system is to improve the potential for prime contracting and subcontracting for small firms, as well as being responsive to the requests of government agencies and major corporations for profiles of potential bidders.

2. Small Business

Under certain conditions, the buying activity is authorized to set aside procurements, either in whole or in part, for competition restricted to small business concerns. In general, these set-asides can only be made when there are at least two qualified small business concerns to assure adequate competition.

3. Small Disadvantaged Business Program

The SBA is authorized to enter into contracts with federal agencies and to subcontract performance of those contracts to small, socially and economically disadvantaged businesses. The DoD participates in this program by offering requirements to the SBA for subcontracting with firms approved by the SBA for participation in its Section 8(a) Business Development Program. For additional information about the 8(a) program, contact your nearest SBA regional office. A list of these offices is provided on pages 88-89 in this publication. In addition, the DoD has a special program involving a five percent goal for small disadvantaged business, historically Black colleges and universities and other minority institutions. In conjunction with this, there is an evaluation factor up to ten percent for small disadvantaged business firms on unrestricted procurements, as well as special technical assistance under certain circumstances..

4. Subcontracting

The DOD requires that its prime contractors make the maximum use possible of small business, small disadvantaged business, and women-owned small business firms in its subcontracting program. The DOD uses a special subcontracting clause in contracts with large business under certain conditions (i.e., when in excess of \$500,000 dollar value, and with a potential for subcontracting). When these conditions are met large business prime contractors must establish a plan designed to maximize the participation of small and small disadvantaged business concerns as subcontractors. DOD and SBA personnel make periodic reviews at contractors' plants to check compliance with this program. Annually, the DOD publishes a directory entitled, **SUBCONTRACTING OPPORTUNITIES WITH DoD MAJOR PRIME CONTRACTORS**, which lists alphabetically by state all the prime contractors having subcontracting clauses in their contracts. This directory lists prime contractors by operating division and address, to include the name and telephone number of the Small Business Liaison Officer, an employee of the contractor designated to assist small and disadvantaged business firms. This directory may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. This directory is also on the Internet. The Internet address is: <http://www.dtic.dla.mil/envirodod/dodsubs.html>.

5. Federal Procurement Conferences

These conferences are held in conjunction with other federal agencies in order to provide an opportunity for small business to meet with procurement specialists from military and civilian agencies, as well as federal prime contractors. Procurement specialists inform businesses on (1) federal procurement and contracting processes; (2) aids and services available to business; and (3) opportunities to sell to federal agencies and prime contractors.

6. Counseling and Assisting

Each DOD procurement office and contract management office has the responsibility to counsel and assist small business, small disadvantaged business, and small women-owned business firms on any problem they may have in understanding procurement regulations and practices, determining the appropriate buying office for their product, or acquiring pertinent data on present or future DOD procurements. This function is performed by the DOD Small Business Specialists listed in this publication.

SELLING TO THE MILITARY

The major DOD procurement offices and the products and services they purchase are listed in SELLING TO THE MILITARY. This publication may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

SOLICITATION MAILING LISTS

A business firm seeking to participate in DoD procurement should inform military procurement offices of products or services it has to offer and request that the firm be placed on appropriate solicitation mailing lists. Copies of Standard Form 129, "Solicitation Mailing List Application", are available at most federal agency procurement offices. A copy of this form is included in SELLING TO THE MILITARY.

Each procurement office maintains lists of firms that are capable of supplying products or services purchased by the office. Firms on the bidder's list are automatically supplied "Invitations for Bid" or "Requests for Proposals" on new procurements.

Normally the submission of Standard Form 129, "Solicitation Mailing List Application", with complete and exact information about the products or services on which a firm wishes to bid is sufficient to secure placement on a bidder's list. However, in some cases, procurement offices may require that additional information be supplied.

COMMERCE BUSINESS DAILY

The COMMERCE BUSINESS DAILY is a valuable source of information for businesses attempting to identify products and services which individual military procurement offices are currently buying. The publication also lists proposed procurements of other federal agencies; subcontract opportunities offered by defense prime contractors; recent contract awards, which, in turn, provide leads to additional subcontract opportunities; and other pertinent information on federal procurement activities.

The **COMMERCE BUSINESS DAILY** is published Monday through Friday and may be purchased on annual subscription of **\$324.00** (1st Class) and **\$275.00** (2nd Class). Trial subscriptions are available. To order, send remittance with full mailing address to Superintendent of Documents, Government Printing Office, Washington, DC 20402-9371, Telephone: 202/512-1800 or fax 202/512-2250. Purchase order must be accompanied by payment. Visa, and MasterCard are accepted. Make checks or money orders payable to Superintendent of Documents. Allow at least 6 weeks for delivery of the first issue.

ADDITIONAL SOURCES OF INFORMATION

The Small Business Administration, General Services Administration, and the Department of Commerce also have field offices in many cities. These offices are equipped to assist business firms in locating opportunities to participate in federal procurement.

Local DoD activities listed in this publication and field offices of other federal agencies should be the initial contact for assistance and guidance on how business firms can participate in defense work.

Abbreviations:

- (DoD) Department of Defense
- (A) Army
- (N) Navy
- (AF) Air Force
- (DLA) Defense Logistics Agency
- (*) Full-Time Small Disadvantaged Business Specialists
- (**) Air Force Command Directors

Key Acronyms:

- DPRO - Defense Plant Representative Office
- DCMD - Defense Contract Management District
- DCMAO - Defense Contract Management Area Operations

ALABAMA

Anniston

Anniston Army Depot (A)
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7 Frankford Avenue
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Fort McClellan
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Fort Rucker

U.S. Army Aviation Center and Fort Rucker (A)
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99702-1850

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Naval Postgraduate School (N)
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Oceanside
Marine Corps Base Camp Pendleton (N)
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Marine Corps Base Camp Pendleton (N)
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Point Mugu
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Naval Air Warfare Center (N)
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Mr. Eric Duncan
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Naval Surface Warfare Center (N)
Port Hueneme Division, Code 5FOO-SB
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Riverside
722 Air Refueling Wing/LGC (AMC) (AF)
1485 Graeber St., Suite 21
March AFB
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Bldg. 2000
2000 W. Marine View Dr., Rm. 225
98207-5001

Mr. John Gerber
AC 206/304-3097

SUPSHIP, Conversion & Repair (N)
Puget Sound
Code 416
2802 Wetmore Ave., Suite 500
98201-3518

Ms. Kathleen M. Torbenson
AC 206/304-5803

Keyport

Naval Undersea Warfare Center (N)
Keyport Division, Code 1142
610 Dowell St.
98345-7610

Ms. Nicky J. Champion
AC 206/396-2177
ext. 221

Oak Harbor

Naval Air Station, Whidbey Island (N)
Purchasing Office, Code SUC-1
1155 Lexington Ave.
98278-5200

Mr. Phil McGaar
AC 206/257-6091

Naval Air Station (N)
Whidbey Island
ROICC Naval Facilities Contracts
Bldg. 119, Code CTC-1
98278

Ms. Sandra Z. Wells
AC 360/257-6504

Poulsbo

Naval Facilities Engineering Command (N)
Northwest Division, Code 09J
19917 7th Ave., NE
98370-0038

Ms. Gay Masters
Ms. Vonda Patton
AC 206/396-0043

Seattle

U.S. Army Engineer District (A)
P. O. Box 3755, ATTN: CENPS-CT
98124-2255

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AC 206/764-6807

Spokane

92 Air Refueling Wing/CC (ACC) (AF)
110 W Ent Street, Suite 203
Fairchild AFB
99011-9403

Mr. Theodore Sweet
AC 509/247-2161

Tacoma

I Corps & Fort Lewis (A)
ATTN: AFZH-DOC
98433-5000

Mr. James Edwards
AC 206/967-2151
ext. 200

Defense Commissary Agency
Northwest Pacific Region
ATTN: NWPAC/AM, Building 9630
Fort Lewis, WA
98433-7300

Mr. Wesley Freeman
AC 206/967-3071

Madigan Army Medical Center/ (A)
NW Contracting Center
ATTN: MCAA-NW
9933 W. Johnson St., Building 9933A
98431-5021

Mrs. Betty Quintana
AC 206/698-4910

62 Airlift Wing/LGC (AMC) (AF)
100 Main Street
McChord AFB
98438-1109

Mr. G. Douglas Whitlock
AC 206/984-5248

USPFO for Washington (A)
Camp Murray, Building 32
98430-5170

Col Curtis Pintler
AC 206/581-8292

Walla Walla
U.S. Army Engineer District, Walla Walla (A)
ATTN: CENPW-CT
Building 602, City-County Airport
99362-9265

Ms. Nancy Aeschliman
AC 509/522-6802

WEST VIRGINIA

Buckhannon
USPFO for West Virginia (A)
50 Armory Rd
26201-2396

Col Richard Dillon
AC 304/473-5200

Huntington
U.S. Army Engineer District, Huntington (A)
ATTN: CEORH-CT-C
502 8th Street
25701-2070

Mr. Ronald Vest
AC 304/529-5040

WISCONSIN

Baraboo
Badger Army Ammunition Plant, Inactive (A)
2 Badger Road
53913-5000

Mr. Jack H. Coyle
AC 608/643-3361
ext. 237

Camp Douglas
USPFO for Wisconsin (A)
8 Madison Boulevard
54618-5002

Col Howard Miller
AC 608/427-3321

Fort McCoy

Directorate of Contracting (A)
ATTN: AFZR-DC
54656-5153

Mr. Gary Freidl*
AC 608/388-3818

Milwaukee

440 AW/LGC (AFRES) (AF)
300 E. College Drive
General Mitchell IAP-ARS
53207-6299

Ms. Elaine Westervelt
AC 414/482-5264

Sturgeon Bay

SUPSHIP, Conversion, and Repair (N)
Code 400
55 South 3rd Avenue
54235-2339

Mr. R. J. Simon
AC 414/743-4453

WYOMING**Cheyenne**

90 CONS/LGC (AFSPC) (AF)
7505 Marne Loop
Francis E. Warren AFB
82005-5320

Ms. Sandy Garland
AC 307/775-2947

USPFO for Wyoming (A)
P.O. Box 1709
82003-1709

Col Richard D. Sherman
AC 307/772-5255

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